Center for Educational Performance and Information

www.michigan.gov/cepi

Instructions to Modify and Submit Data via the Education Data Network (EDN) Pupil Headcount IM-4203 Application
EDN User's Guide

Only authorized users may modify and submit data via the EDN. If you are unsure about who your authorized user is, you may contact the Department of Information Technology (DIT) Client Service Center via e-mail at help-desk@michigan.gov or call 517-335-0505. Please provide your specific issue, name, district code, district name, telephone number (including area code and extension) and e-mail address.

If you need to assign a new authorized user for the Pupil Headcount Report IM-4203 application, that user will need to complete the EDN Headcount Application Security Agreement and fax it to the DIT Client Service Center at 517-241-8439. The EDN Headcount Application Security Agreement is available on the Center for Educational Performance and Information (CEPI) Web site at www.michigan.gov/cepi. Click on "Education Data Network (EDN) Help" on the right-hand "Quick Links" navigation bar. The link to the EDN Application Security Agreement is located under the EDN Security section.
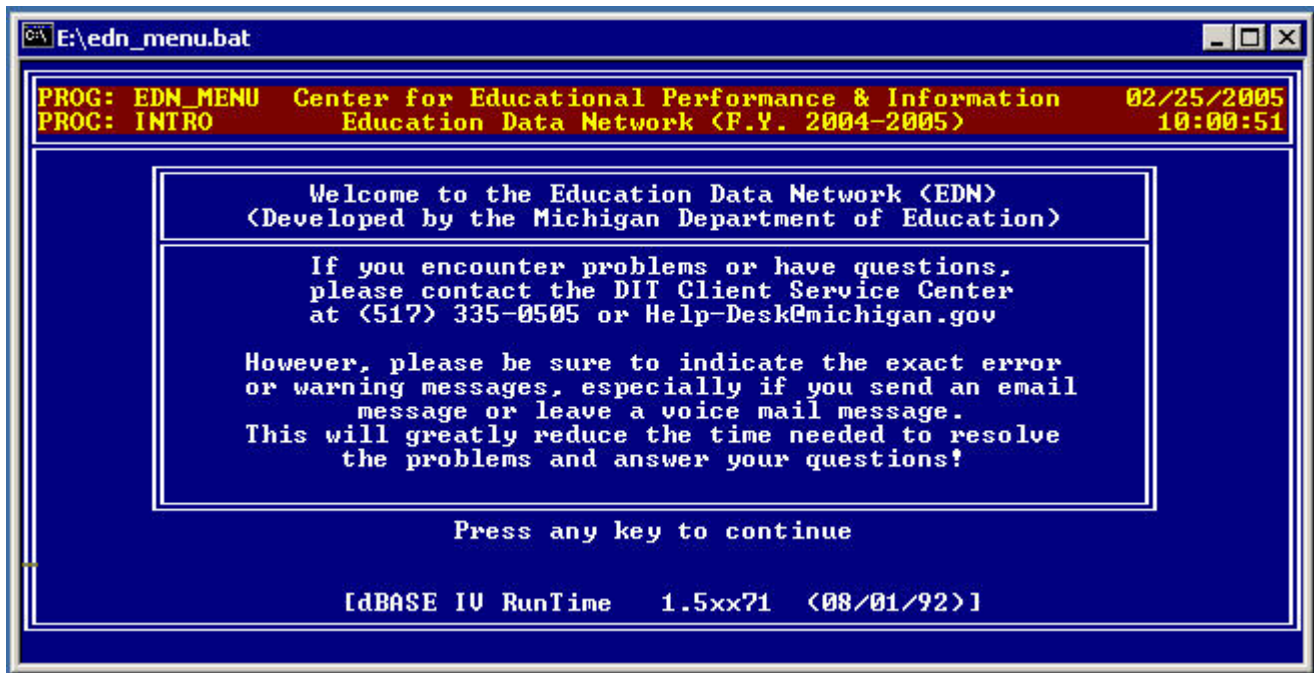
Step 1. Authorized Users Access the EDN.

You may access the EDN via the CEPI Web site at www.michigan.gov/cepi. Click on "Education Data Network (EDN) Help" on the right-hand "Quick Links" navigation bar. The link to the EDN application is located under the 2004-2005 Pupil Headcount Report IM-4203 (EDN – ONLINE APPLICATION) section.
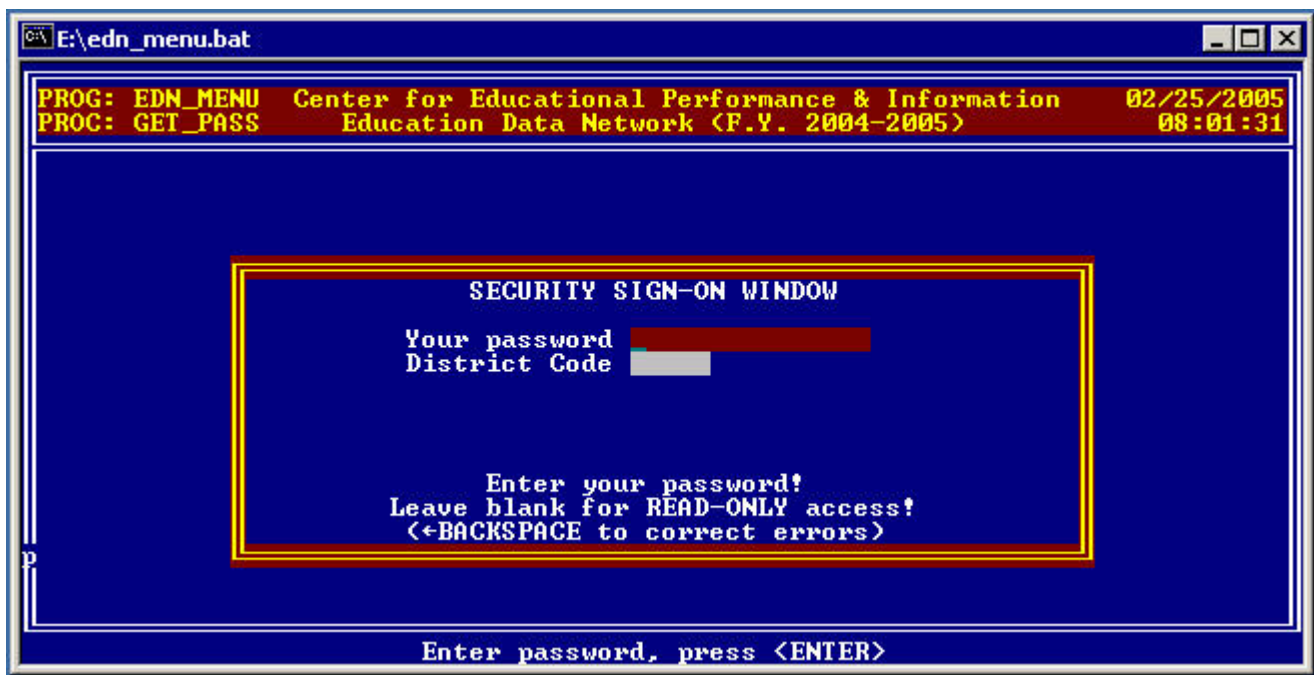
New users to the EDN may be asked to download and run ActiveX control. You must answer "Yes" to use Terminal Services as your access method. A small applet (an application that has limited features) will be written to your personal computer (PC).

- At the "Connecting to the EDUCATION DATA NETWORK System" screen, press any key to continue.

```
E:\edn_menu.bat                                              _ □ ✕
PROG: EDN_MENU   Center for Educational Performance & Information   02/25/2005
PROC: INTRO          Education Data Network (F.Y. 2004-2005)        10:00:51

            Welcome to the Education Data Network (EDN)
          (Developed by the Michigan Department of Education)

            If you encounter problems or have questions,
            please contact the DIT Client Service Center
            at (517) 335-0505 or Help-Desk@michigan.gov

          However, please be sure to indicate the exact error
          or warning messages, especially if you send an email
                message or leave a voice mail message.
          This will greatly reduce the time needed to resolve
                the problems and answer your questions!

                    Press any key to continue


              [dBASE IV RunTime   1.5xx71   (08/01/92)]
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- At the "Welcome to the Education Data Network (EDN)" screen, press any key to continue.

```
E:\edn_menu.bat                                              _ □ ✕
PROG: EDN_MENU   Center for Educational Performance & Information   02/25/2005
PROC: GET_PASS       Education Data Network (F.Y. 2004-2005)        08:01:31




                    SECURITY SIGN-ON WINDOW
               Your password  �_____
               District Code  ▢_____



                    Enter your password!
               Leave blank for READ-ONLY access!
               (←BACKSPACE to correct errors)



                 Enter password, press <ENTER>
```

- At the "SECURITY SIGN-ON WINDOW" screen, enter your password and press the <enter> key, then enter your district code and press the <enter> key.

While utilizing the EDN system, your mouse will not function properly. Use your keyboard to navigate though the application. Use the <enter> and arrow keys to navigate within the application.

If you entered your password and district code correctly, the system will log you in and display your e-mail address. You may update your e-mail address if it is not correct. Press the <enter> key to continue.

If you are unsuccessful in logging in to the system, try your password and district code again. If you are still unsuccessful in logging in to the system, please contact the DIT Client Service at 517-335-0505.

The system will then ask if you want to change your password. If you do not want to change your password, press the <enter> key. If you would like to change your password, press "Y" then press the <enter> key. Follow the instructions displayed by the system in order to change your password.

Step 2. Access the Enter/View Data & Reports Option.
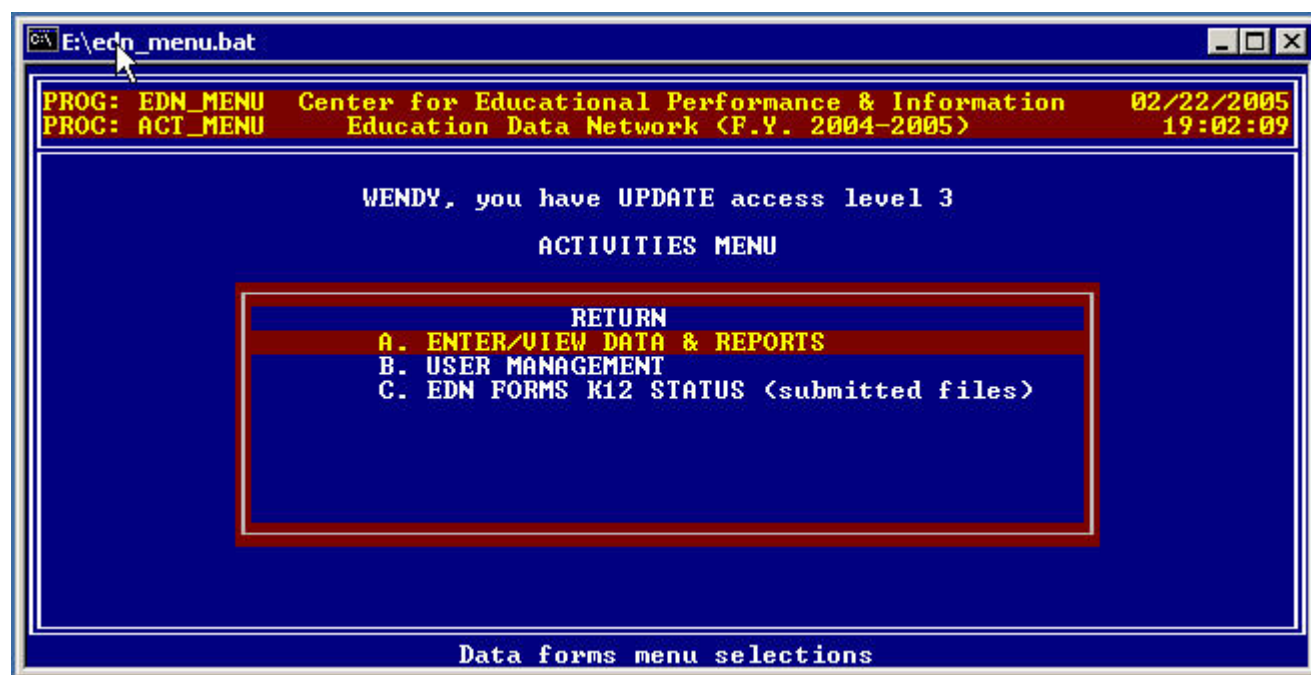
- At the "Activities Menu," select option "A. Enter/View Data & Reports" from the menu. (You may either press the letter "A" on the keyboard or you may use the arrow keys to arrow down to option "A" and press the <enter> key.)
- Enter your district code and press the <enter> key.
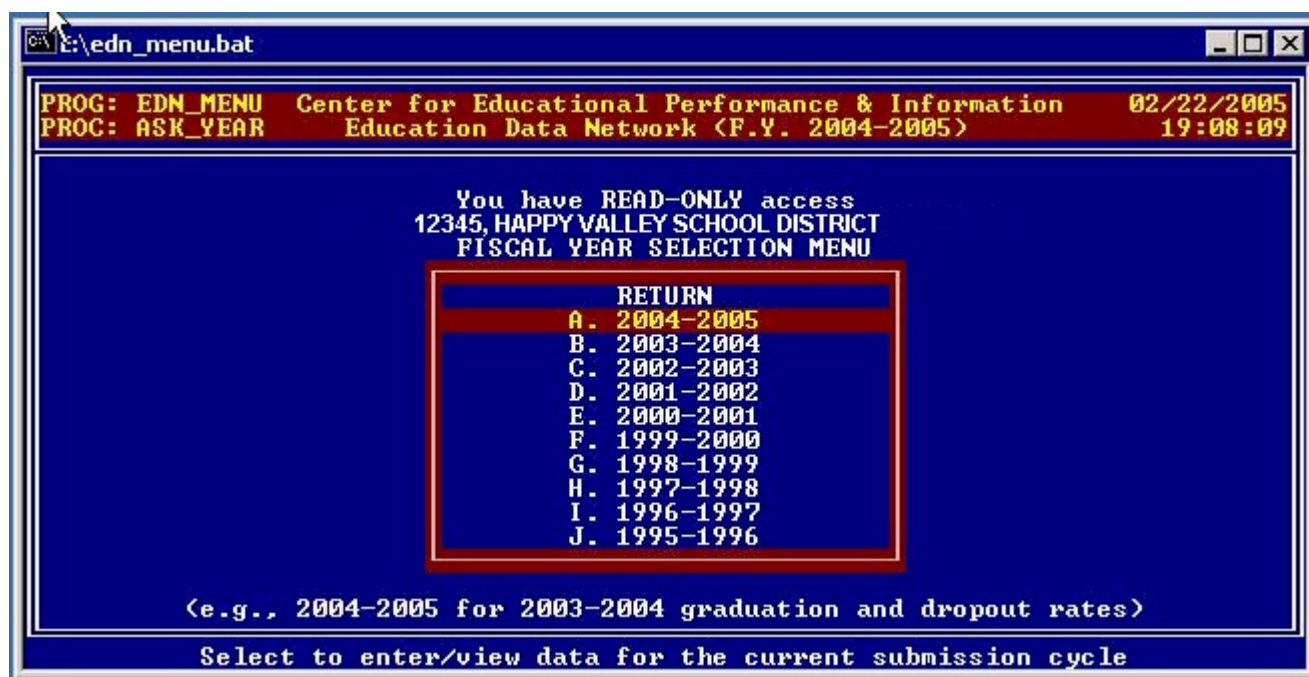
- At the "Fiscal Year Selection Menu," select option "A. 2004-2005" from the menu. (You may either press the letter "A" on the keyboard or you may use the arrow keys to arrow down to option "A" and press the <enter> key.)

The 2003-2004 graduation and dropout rates are associated with the 2004-2005 Pupil Headcount Report. The rates are calculated one year behind the pupil headcount report.

- At the "Forms Selection Menu," select option "A. IM4203 Head Count Data" from the menu. (You may either press the letter "A" on the keyboard or you may use the arrow keys to arrow down to option "A" and press the <enter> key.)

After you select option "A. IM4203 Head Count Data" from the Forms Selection Menu, the system will automatically search for and process any data that have been pre-populated based on the 2003-2004 Single Record Student Database (SRSD) data. For more information, on the data pre-populated into the EDN, see the "Background on Graduation and Dropout Rates" documentation posted under the Understanding the EDN section on the Education Data Network (EDN) Help page.
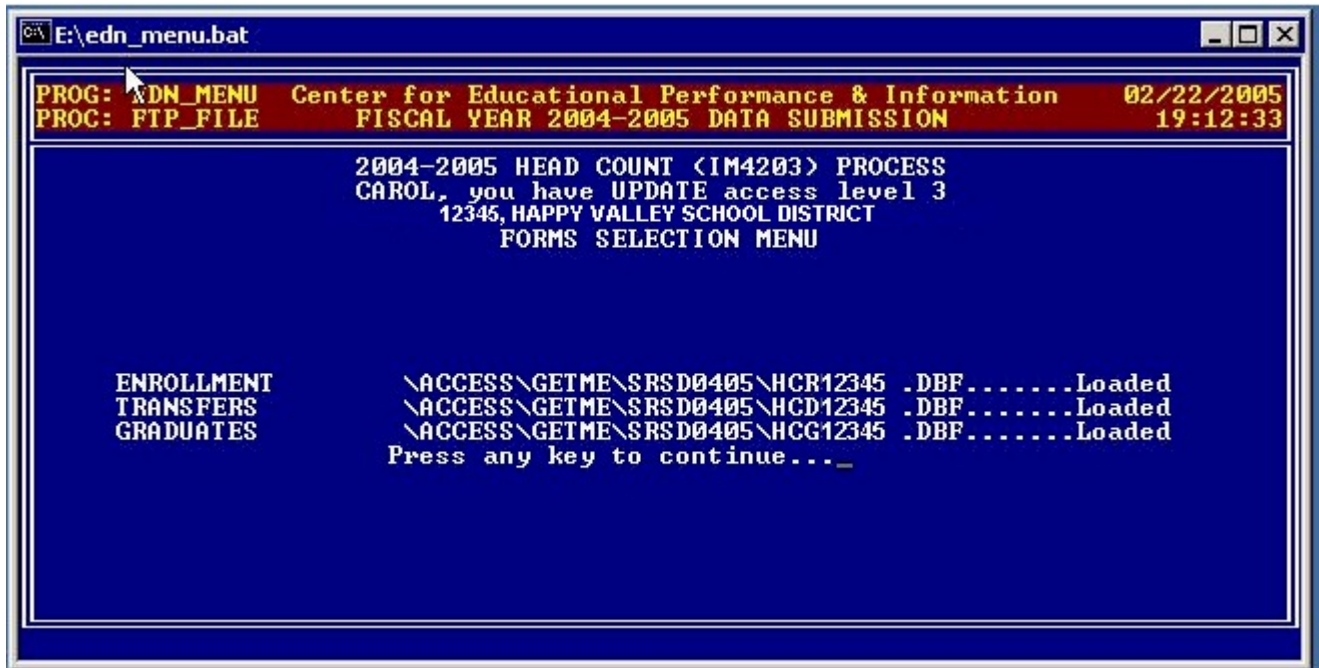
Data extracted from the SRSD submission will automatically load and display on an information screen.

- Press any key to continue.
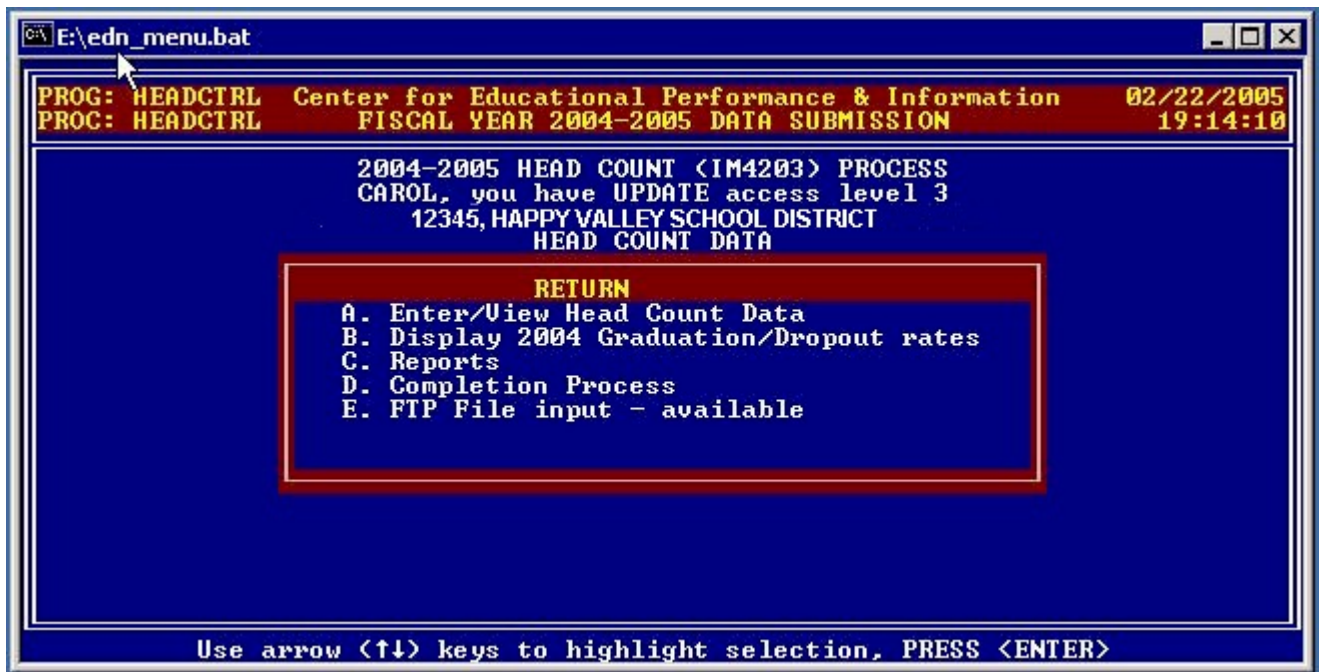
- From the "Head Count Data" menu, select option "A. Enter/View Head Count Data."
- From the "Head Count Basic Data" menu, select option "B. All Schools."

Step 3. Modifying the Data.

Selecting "All Schools" will cycle you through all the buildings in your district that are included in the graduation and dropout rates.

```
E:\edn_menu.bat                                                    _ □ ✕

              2004-2005 SCHOOL BUILDING HEAD COUNT REPORT      PAGE 1 OF 4
      HAPPY VALLEY SCHOOL DISTRICT                          District 12345
      WUNDERKIND HIGH SCHOOL                                Building 54321
   9-12                          FALL 2004 ENROLLMENT

            Am Indian    Asian      Black     Hispanic     White    **** Totals ***
Grade Class Male Fem. Male Fem. Male Fem. Male Fem. Male Fem. Male Fem. TOTAL

9    :  2008    0    3    1    0    8    5    2    1  172  169  183  178   361

10   :  2007    0    0    1    0    7    6    2    3  144  123  154  132   286

11   :  2006    0    0    0    0    2    4    1    3  123  103  126  110   236

12   :  2005    2    0    0    1    3    1    1    1  102  121  108  124   232

ALL             2    3    2    1   20   16    6    8  541  516  571  544  1115



 PAGE DOWN/UP FOR NEW SCREEN                            F10 TO EXIT SCREENS
```

After you select option "B. All Schools," the fall 2004 (September 22, 2004) headcount data that were extracted from the SRSD submission will be displayed on Page 1 of 4 (see upper right hand corner of EDN screen).

YOU MAY MAKE CHANGES TO THESE DATA TO ACCURATELY REFLECT YOUR FALL 2004 ENROLLMENT. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm and accept your updates.

```
E:\edn_menu.bat                                                    _ □ ×

            2004-2005 SCHOOL BUILDING HEAD COUNT REPORT        PAGE 2 OF 4
      HAPPY VALLEY SCHOOL DISTRICT                           District 12345
      WUNDERKIND HIGH SCHOOL                                 Building 54321
 9-12                              2003-2004 TRANSFERS     (for 9/24/03 - 9/21/04)
 CLASS  IN-OUT OTHER DIST.    IN-OUT WITHIN DIST.   TO ALT ED   NET     RETAINED
 2007    30+    50-            0+    0-                 0-      20- ¦        0
 2006    22+    33-            0+    0-                 0-      11- ¦        0
 2005    20+    20-            0+    0-                 0-       0  ¦        0
 2004     3+    20-            0+    0-                 0-      17- ¦        0
 Class of...                   2007     2006       2005      2004      TOTAL
 1.  Headcount, Fall 2003       341      257        235       223      1,056
 2.  Transfer Information        20-      11-         0        17-        48-
 3a. Retained, 2003-2004 (-)      0        0          0         0          0
 3b. Retained, 2004-2005 (+)      0        0          0                    0
 4.  Adjusted Count             321      246        235       206      1,008
 5.  Headcount, Fall 2004       286      236        232
 6.  Graduates, Class of 2004                                 198        952
 7.  Unaccounted (dropouts)      35       10          3         8         56
 8.  Class Retention Rates (%) 89.10    95.93      98.72     96.12      94.44
 9.  Class Dropout Rates (%)   10.90     4.07       1.28      3.88       5.56
 10. Reported Rates:    4-yr Graduation: 81.11%      1-yr Dropout: 5.56%
 PAGE DOWN/UP FOR NEW SCREEN                          F10 TO EXIT SCREENS
```

The next screen (Page 2 of 4) will be the transfer information for school year 2003-2004. The transfer information should cover the period between September 24, 2003 and September 21, 2004. The transfer data should reflect the entire twelve-month period. The only transfer information pre-populated (if available) were the in/out from/to other districts. The within-same-district in/out from/to other grade or school, transfer-out-to alternative, and retained-in-grade data were not pre-populated using SRSD data.

YOU MAY MAKE CHANGES TO THESE DATA TO ACCURATELY REFLECT YOUR 2003-2004 TRANSFER INFORMATION. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm and accept your updates.

Items 1 through 10 are calculated by the system and cannot be directly modified. Items 2, 3a, 3b, 4, 7, 8, 9 and 10 will recalculate if you make modifications to the transfer data. Review the screen to ensure that item 7. Unaccounted (dropouts) is not negative. If item 7 is negative, items 7, 8, and 9 will be shaded. Negative numbers are unacceptable and will cause your data to be unacceptable at the completion process. If you have negative numbers (shaded areas), you will need to make adjustments to your data in order for it to be submitted.

Review item 6. Graduates, Class of 2004, located under the column labeled 2004. This count is the number of regular, day school graduates extracted from the SRSD submission. Graduation data are collected on the next two screens.

```
E:\edn_menu.bat                                                    _ □ ×
            2004-2005 SCHOOL BUILDING HEAD COUNT REPORT      PAGE 3 OF 4
     HAPPY VALLEY SCHOOL DISTRICT                           District 12345
     WUNDERKIND HIGH SCHOOL                                 Building 54321
 9-12                          2004 GRADUATES         (for 9/24/03 - 9/21/04)
             Am Indian      Asian       Black     Hispanic    White    Total
             Male Fem.   Male Fem.   Male Fem.  Male Fem.  Male Fem.   All
 Reg Day School A)   0      0    0     0     4     7    1     1    90    95    198
 Alt. Program   B)   0      0    0     0     0     0    0     0     2     3      5
 Number from A & B enrolled in 2- or 4-yr college   0 a non-degree inst      0
 Class of...                   2007      2006      2005      2004      TOTAL
 1.  Headcount, Fall 2003       341       257       235       223      1,056
 2.  Transfer Information        20-       11-        0        17-        48-
 3a. Retained, 2003-2004 (-)      0         0         0         0          0
 3b. Retained, 2004-2005 (+)      0         0         0                    0
 4.  Adjusted Count             321       246       235       206      1,008
 5.  Headcount, Fall 2004       286       236       232
 6.  Graduates, Class of 2004                                 198        952
 7.  Unaccounted (dropouts)      35        10         3         8         56
 8.  Class Retention Rates (%) 89.10     95.93     98.72     96.12      94.44
 9.  Class Dropout Rates (%)   10.90      4.07      1.28      3.88       5.56
 10. Reported Rates:    4-yr Graduation: 81.11%      1-yr Dropout: 5.56%
 PAGE DOWN/UP FOR NEW SCREEN                          F10 TO EXIT SCREENS
```

On page 3 of 4, item A is the regular, day school diplomas, and item B is the alternative programs. Also, the number of students enrolling in a two- or four-year college and the number of students enrolling in a non-degree granting institution are collected.

YOU MAY MAKE CHANGES TO THESE DATA TO ACCURATELY REFLECT YOUR 2003-2004 GRADUATE INFORMATION. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm and accept your updates.

```
E:\edn_menu.bat                                                    _ □ ×
            2004-2005 SCHOOL BUILDING HEAD COUNT REPORT      PAGE 4 OF 4
     HAPPY VALLEY SCHOOL DISTRICT                           District  12345
     WUNDERKIND HIGH SCHOOL                                 Building  54321
 9-12                          2004  GRADUATES        (for 9/24/03 - 9/21/04)
             Am Indian      Asian       Black     Hispanic    White    Total
             Male Fem.   Male Fem.   Male Fem.  Male Fem.  Male Fem.   All
 H.S. Completer  C)   0     0     0     0     0     0    0     0     0     0      0
 Other Cert.     D)   0     0     0     0     0     0    0     0     0     0      0

 Class of...                   2007      2006      2005      2004      TOTAL
 1.  Headcount, Fall 2003       341       257       235       223      1,056
 2.  Transfer Information        20-       11-        0        17-        48-
 3a. Retained, 2003-2004 (-)      0         0         0         0          0
 3b. Retained, 2004-2005 (+)      0         0         0                    0
 4.  Adjusted Count             321       246       235       206      1,008
 5.  Headcount, Fall 2004       286       236       232
 6.  Graduates, Class of 2004                                 198        952
 7.  Unaccounted (dropouts)      35        10         3         8         56
 8.  Class Retention Rates (%) 89.10     95.93     98.72     96.12      94.44
 9.  Class Dropout Rates (%)   10.90      4.07      1.28      3.88       5.56
 10. Reported Rates:    4-yr Graduation: 81.11%      1-yr Dropout: 5.56%
 PAGE DOWN/UP FOR NEW SCREEN                          F10 TO EXIT SCREENS
```
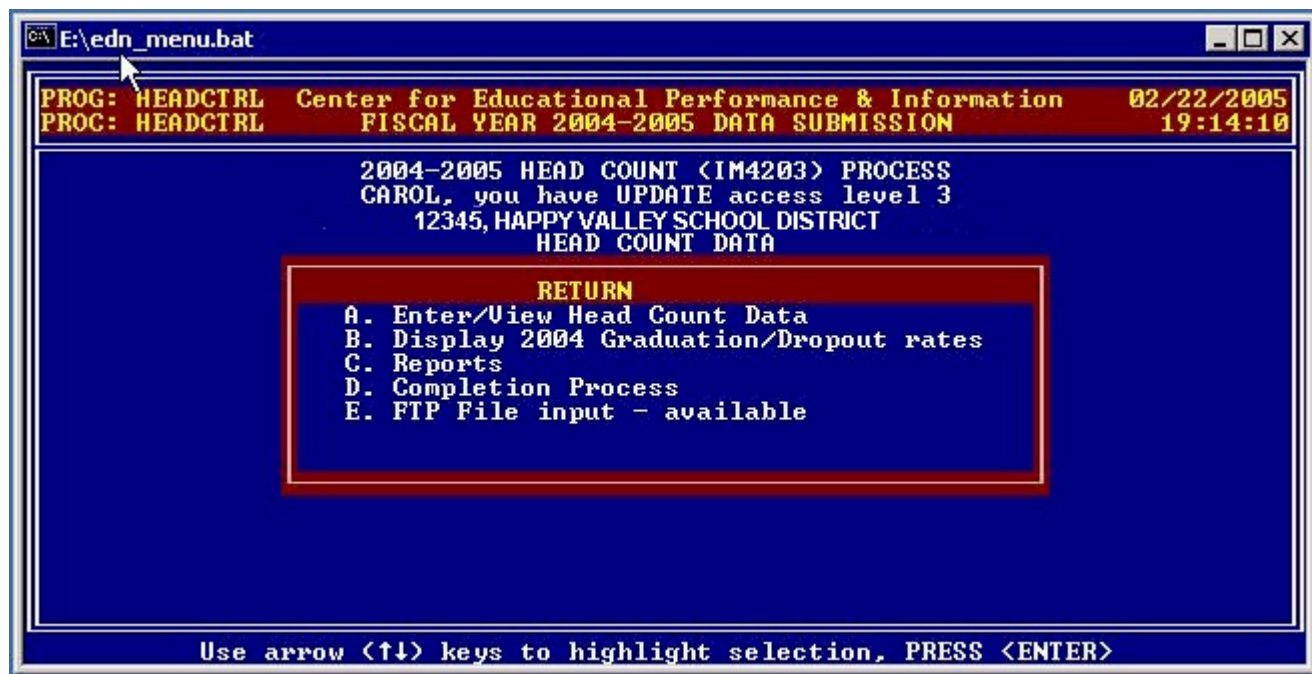
On page 4 of 4, item C is the high school completers, and item D is the other certificates.

YOU MAY MAKE CHANGES TO THESE DATA TO ACCURATELY REFLECT YOUR 2003-2004 GRADUATE INFORMATION. To make modifications to these data, use the <enter> key to navigate to the appropriate cells and update those data, then enter the correct data and press <enter>. After you have made all the necessary modifications, press the <Page Down> key to accept the changes. Press the <enter> key to confirm and accept your updates.

- Repeat Step 3 for all of the buildings displayed by the system.
- From the "Head Count Basic Data" menu, select "RETURN" to return to the "Head Count Data" menu.
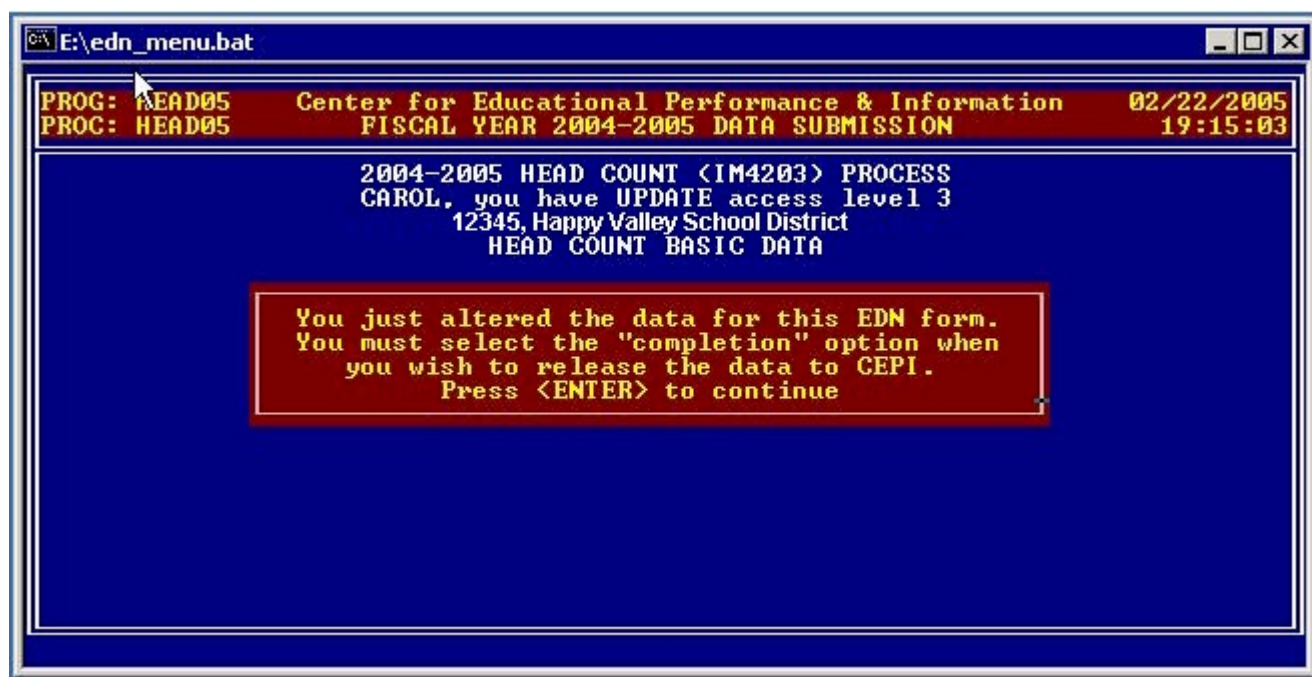
If you make updates to your data, you will receive the above information page.

- Press <enter> to continue.

Step 4. Display Graduation/Dropout Rates.

- From the "Head Count Data" menu, select option "B. Display 2004 Graduation/Dropout rates."

The district-level report will be generated and displayed. Item 10 will display the graduation and dropout rates that will be reported for the district.
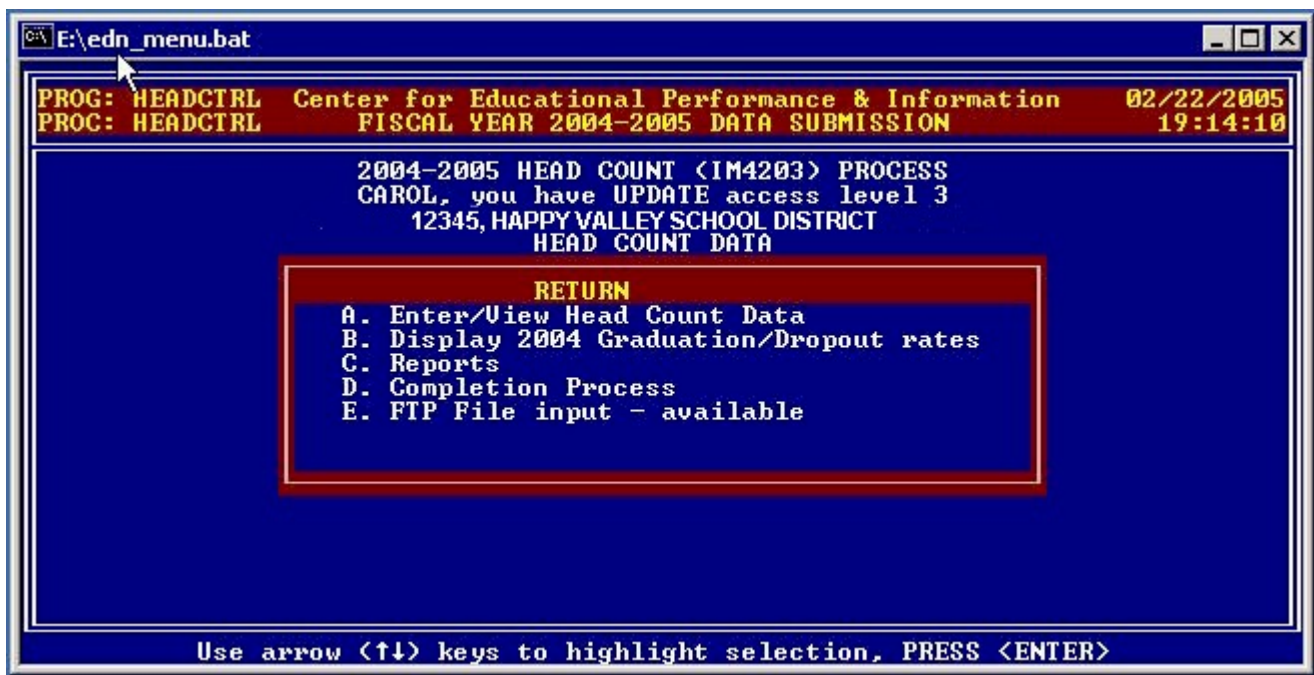
- Press any key to continue.

```
E:\edn_menu.bat                                                    _ □ ×
PROG: RPT_HC05  Center for Educational Performance & Information  02/25/2005
PROC: DISTRICT      FISCAL YEAR 2004-2005 DATA SUBMISSION          10:26:24

                 2004-2005 HEAD COUNT (IM4203) PROCESS
                 CAROL, you have UPDATE access level 3
                      54321, Happy Valley School District
                          HEAD COUNT REPORT

    SCHOOL                                          GRADUATION   DROPOUT

        12345 WUNDERKIND SENIOR HIGH SCHOOL (9-12)     81.11      5.56




    PRESS ANY KEY TO CONTINUE
```

The building-level graduation and dropout rates will be generated and displayed.

- Press any key to continue.

The system will return you to the "Head Count Data" menu.

Step 5. Obtaining a Report for the IM-4203 Pupil Headcount.

```
E:\edn_menu.bat                                                    _ □ ×
PROG: HEADCTRL  Center for Educational Performance & Information  02/22/2005
PROC: HEADCTRL      FISCAL YEAR 2004-2005 DATA SUBMISSION          19:14:10

                 2004-2005 HEAD COUNT (IM4203) PROCESS
                 CAROL, you have UPDATE access level 3
                      12345, HAPPY VALLEY SCHOOL DISTRICT
                          HEAD COUNT DATA

              ┌─────────────────────────────────────────┐
              │               RETURN                    │
              │ A. Enter/View Head Count Data           │
              │ B. Display 2004 Graduation/Dropout rates│
              │ C. Reports                              │
              │ D. Completion Process                   │
              │ E. FTP File input - available           │
              └─────────────────────────────────────────┘




        Use arrow (↑↓) keys to highlight selection, PRESS <ENTER>
```

- From the "Head Count Data" menu, select option "C. Reports."
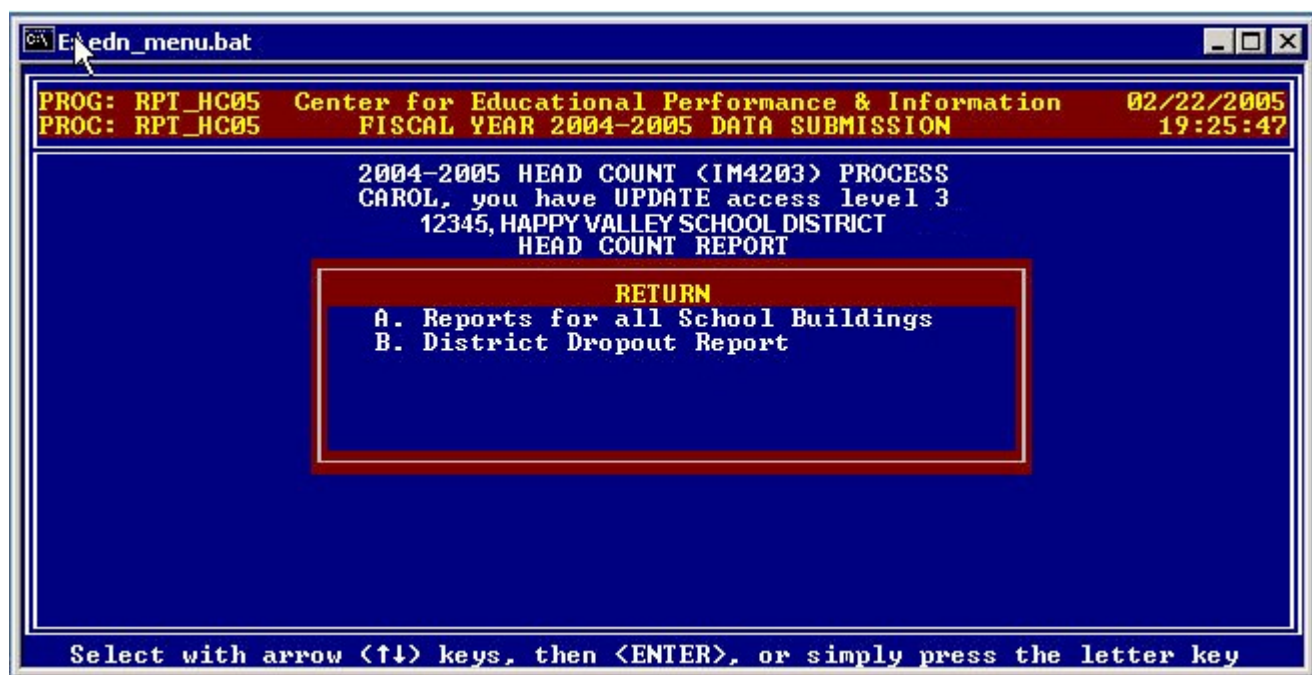
- From the "Head Count Report" menu, select option "A. Reports for all School Buildings."

This report will include enrollment, transfer, and graduation counts, as well as each building's graduation and dropout rates. The system will require you to enter your e-mail address, name and phone number (optional). Follow the instructions displayed by the system.

The system will return you to the "Head Count Report" menu.

- Now select option "B. District Dropout Report."

This report will include the enrollment, transfer, and graduation counts, as well as the district's graduation and dropout rates. The system will again require your contact information. If you have already supplied those data, it will be pre-populated for you.

- Press the <enter> key three times to accept this information and you will return to the "Head Count Report" menu.

The requested reports will be e-mailed as attachments to the e-mail address provided. After you receive the reports, verify all of the data are accurate. If updates are needed, use the above instructions to modify the appropriate information. If needed, request updated reports for your review. Once you have accurate data stored in the system, those data need to be submitted to CEPI.

- From the "Head Count Report" menu, select "RETURN" to return to the "Head Count Data" menu.

Step 6. Release Data to CEPI.

Finally, in order for the data to be utilized for the Adequate Yearly Progress (AYP) calculations used in the Michigan School Report Card for high schools, as well as for the graduation/dropout report submitted to the Michigan Legislature, you MUST perform option "D," the Completion Process.
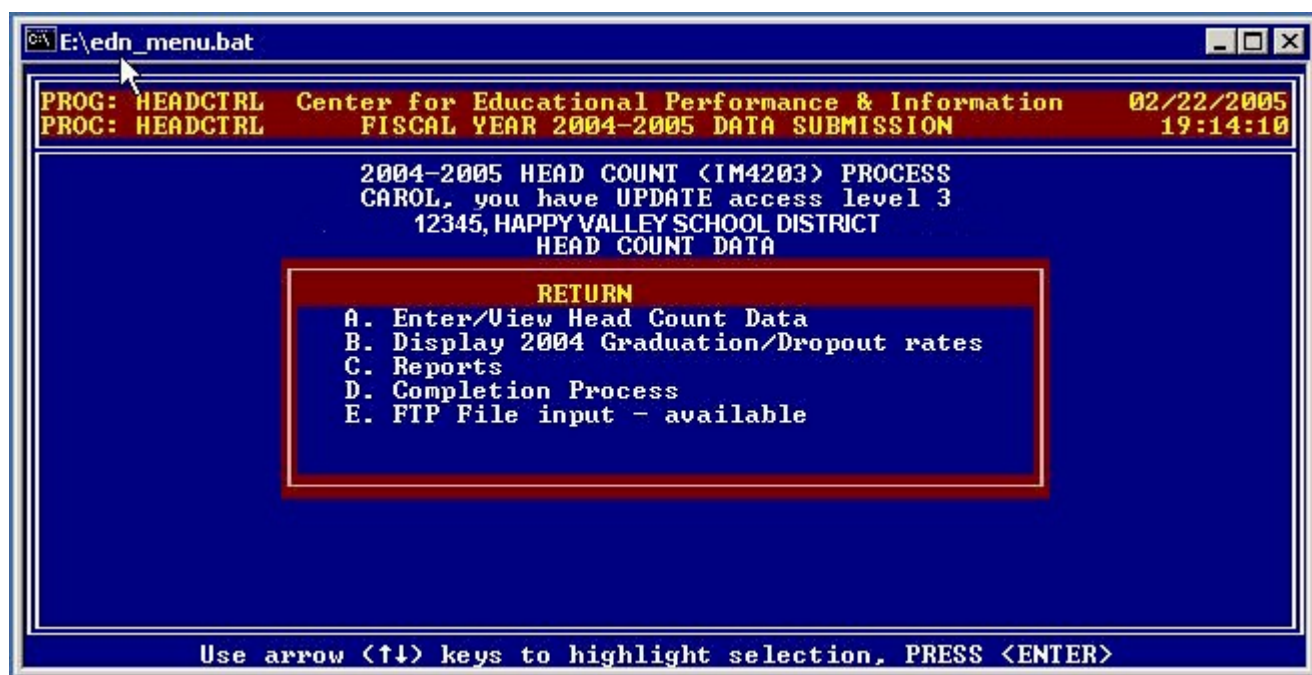
- From the "Head Count Data" menu, select option "D. Completion Process."

After you select option "D," the system will display the district-level report on the screen. Review the data to ensure they are accurate and that items 7 through 9 are **not** highlighted. If items 7 through 9 are highlighted, the system will not accept your data. You must first modify your data to eliminate the negative numbers, then you must perform another completion on those data. Your data will not be released or available until you receive confirmation that your data has been submitted. Follow the instructions displayed by the system in order to submit your data.
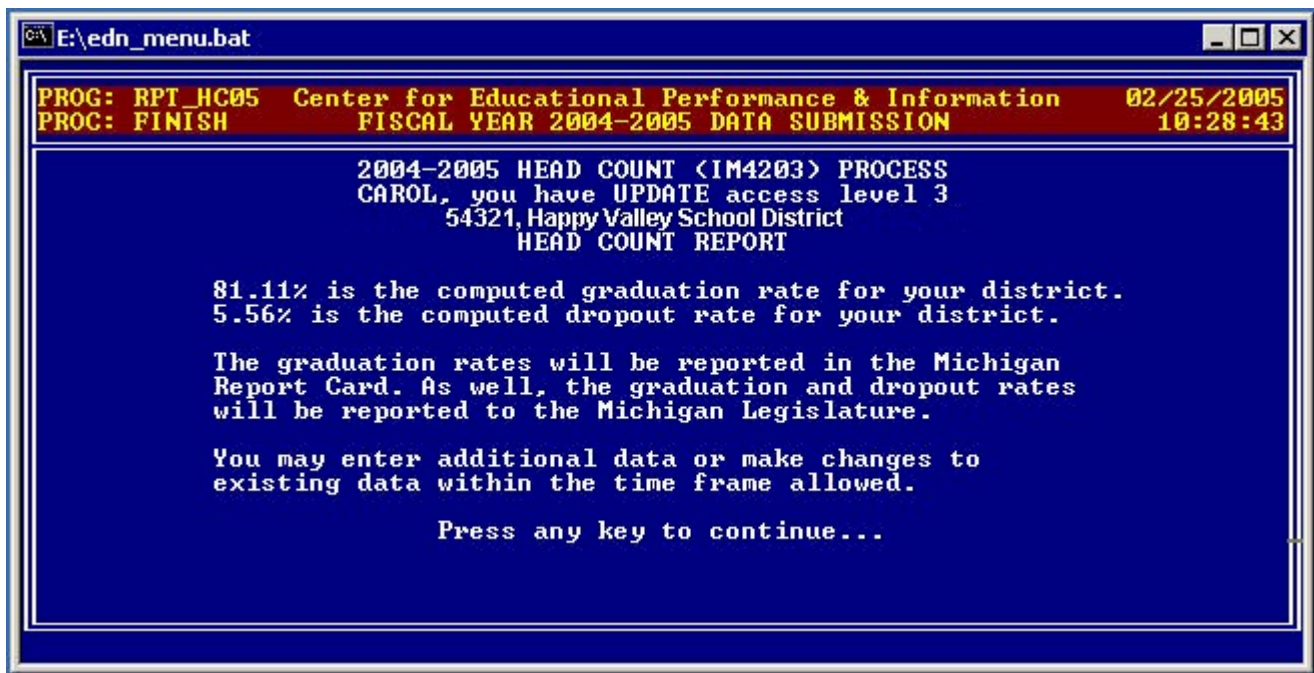
District-level graduation and dropout rates are displayed in Item 10.

- Press any key to continue.
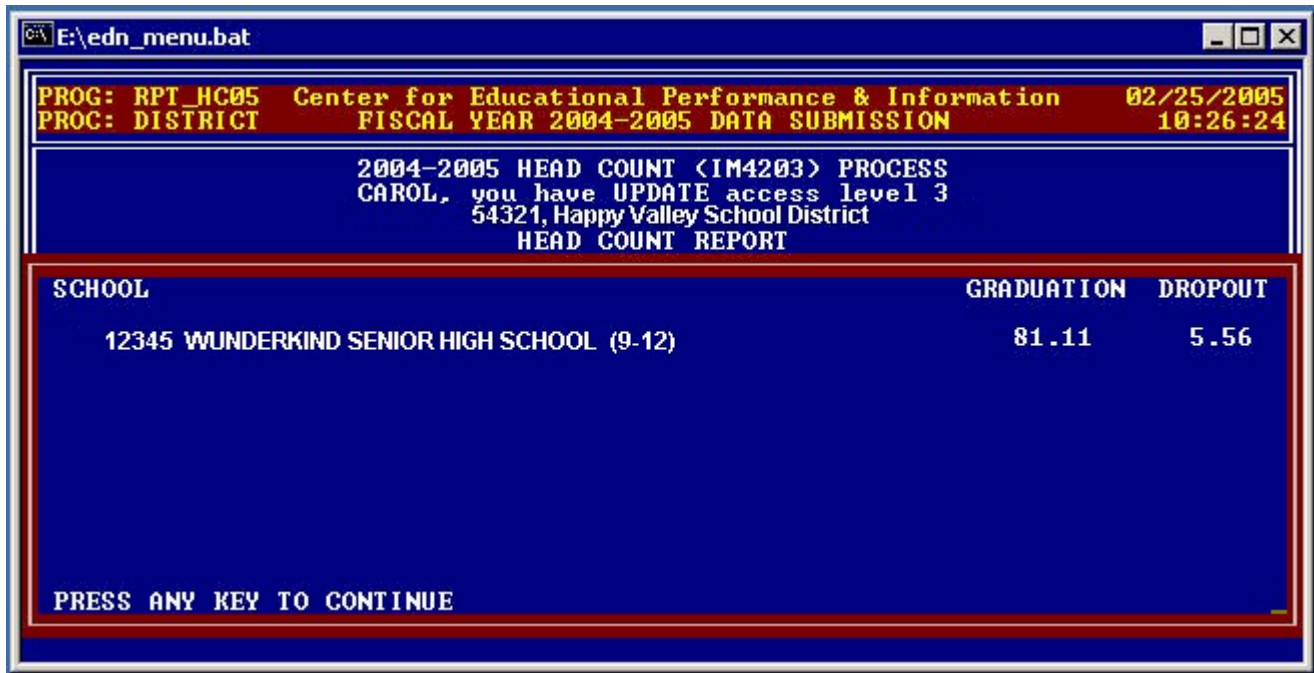
Building-level graduation and dropout rates will be displayed for each building.

- Press any key to continue.

The system will confirm the district-level graduation and dropout rates.

- Press any key to continue.

- Press any key to continue.

After your data have been submitted via the completion process, your graduation rate will be transferred to AYP from the EDN. Likewise, your graduation and dropout rates will be made available for our annual report to the Michigan Legislature.

The FTP File input option is available if you have data that needs to be submitted via FTP.

Step 7. Exit Application.

- To exit the system, select "RETURN" until you have exited back to Internet Explorer.